



## THE PRINCE GEORGE'S COUNTY GOVERNMENT BOARD OF ETHICS

Angela D. Alsobrooks  
County Executive

Todd M. Turner  
Executive Director

Cassandra Burckhalter, Chair  
Charlene Gallion, Member  
Melanie Barr-Brooks, Member  
Sharon Theodore-Lewis, Member

### PRINCE GEORGE'S COUNTY OFFICE OF ETHICS AND ACCOUNTABILITY BOARD OF ETHICS

#### Board Meeting Minutes April 10, 2024

*Present:* Cassandra Burckhalter, Board Chair (Microsoft Teams)  
Charlene Gallion, Board Member (Microsoft Teams)  
Melanie Barr-Brooks, Board Member (Microsoft Teams)  
Sharon Theodore-Lewis, Board Member (Microsoft Teams)

Todd M. Turner, Executive Director (Microsoft Teams)  
Bamidele Alexander, Legal Counsel (Microsoft Teams)  
Roslyn Walker, Compliance Officer (Microsoft Teams)  
Chelinda Bullock, Administrative Aide (Microsoft Teams)

*Next meeting:* Wednesday, May 8, 2024 (Virtual)  
9201 Basil Court, Suite 155  
Largo, Maryland 20774

### OPEN SESSION

#### I. OPENING OF MEETING

The Board Chair Cassandra Burckhalter opened the Board of Ethics ("Board") meeting at approximately 5:00 pm and welcomed all in attendance. There was a quorum present with four (4) Board of Ethics Members ("Board Members"). The meeting was held virtually using Microsoft Teams.

## **II. GENERAL BUSINESS AND ADMINISTRATIVE MATTERS**

The four (4) Board Members in attendance virtually approved the agenda, by a vote of 3-0, with one (1) not present, due to technical difficulties with their computer.

The Meeting Minutes for March 13, 2024, were approved with noted edits, by a vote of 4-0.

## **III. BOARD CHAIR REPORT**

Board Chair reminded Board Members about the Board of Ethics Hearing on May 1, 2024 @ 5:30pm and log in early @ 5:15pm.

## **IV. EXECUTIVE DIRECTOR REPORT**

The Executive Director informed the Board of the following Office of Ethics and Accountability (OEA) compliance activities:

- OEA is continuing to send notifications to County employees/officials and Board/Commission members to submit their 2023 Financial Disclosure Statements (FDS); to be submitted by April 30, 2024.
- OEA sent a Public Service Announcement (PSA) on April 1, 2024, and April 15, 2024, to County officials/employees to start submitting their FDS and will send Agency/Board and Commission memoranda with compliance updates.
- OEA continues to complete the Annual Report reviews for 2023 registered Lobbyists and sent notifications of the deadline due on January 31, 2024; there are approximately three hundred eighty (380) total reports and one (1) outstanding as of the last Board meeting.
- The March 2024 lobbyists registrations were posted to OEA's website and provided to the Executive and Legislative Branch and in Board backup.

The Executive Director informed the Board of the following items:

- OEA coordinated with the Office of Human Resources Management (OHRM) to provide the Annual Mandatory Compliance Training to all County employees/officials, including on ethical behavior; to be completed by May 31, 2024.
- OEA will provide ethics training to the Office of Human Rights Commission on April 22, 2024.
- OEA received a request of ethics training for the Prince George's County Memorial Library System on April 5, 2024.
- OEA is coordinating with the Office of Law (OOL) to update Executive Order No. 13-2014 regarding additional FDS required filers.
- OEA held the first Inter-Agency meeting on December 12, 2023; and draft provided for review and follow-up meeting will be after the 2024 General Assembly session ends.

- OEA selected a County-based minority auditing firm for the 5-year Quality Assurance Review and the Review is expected to be completed by the end of the fiscal year - June 30, 2024.
- OEA notified the Board the Council staff level meeting was held on March 25, 2024; and the Council GOFP Committee Budget work session was held on April 11, 2024.
- OEA will continue to coordinate with the Office of Community Relations (OCR) on attending community events.
- OEA attended one (1) in-person community event at the Camp Springs Civic Association on March 14, 2024; and preparing to translate the OEA/BOE Brochure into Spanish.

Finally, the Board was provided the Ethics Advice Table for March 2024, which summarized the informal ethics advice, information requests, and legal advice provided by OEA. Also, the Board was provided with a Case Status Report and updates on pending cases.

#### **V. READING OF WRITTEN STATEMENT FOR CLOSING MEETING UNDER THE OPEN MEETINGS ACT**

At 5:13 pm, a motion was made by Board Chair Burckhalter and seconded by Board Member Theodore-Lewis to close the open portion of the meeting to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosure about a particular proceeding or matter and to consult with legal counsel. The statement was read by Board Chair Burckhalter.

The motion was approved by a vote of 4-0. This meeting was closed under General Provisions Art. §3-305(b) for the following reasons: (2) To protect the privacy or reputation of individuals concerning a matter not related to public business, (7) To consult with counsel to obtain legal advice; and (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.

Those in attendance were as follows:

Cassandra Burckhalter, Board Chair (Microsoft Teams)  
 Charlene Gallion, Board Member (Microsoft Teams)  
 Melanie Barr-Brooks, Board Member (Microsoft Teams)  
 Sharon Theodore-Lewis, Board Member (Microsoft Teams)

Todd M. Turner, Executive Director (Microsoft Teams)  
 Bamidele Alexander, Legal Counsel (Microsoft Teams)  
 Roslyn Walker, Compliance Officer (Microsoft Teams)  
 Chelinda Bullock, Administrative Aide (Microsoft Teams)

## **VI. CLOSED SESSION**

The Board was informed of an update on one (1) waiver requests; one (1) payment received; and one (1) outstanding payment for lobbyists annual reports.

The Board was informed there were no FDS Violations or Settlement Agreements to review.

The Board was informed the DLS/BOLC Annual Audit for FDS and Secondary Employment forms were provided.

### **Investigation 24-0194e**

The Board was provided an update on an investigation involving allegations of the Use of County Resources related to a County employee sponsoring televisions and social media advertisements.

### **Investigation 24-0048e**

The Board was provided an update on an investigation involving allegations of the Use of County Resources related to a County employee utilizing their County position to provide favors.

### **Investigation 23-0064e**

The Board was provided an update on an investigation involving allegations of the Use of County Resources/Secondary Employment/Gifts to a County employee receiving kickbacks. The Board voted 4-0, there is a reasonable basis to believe a violation of the Prince George's County Code of Ethics has occurred. The Board will reserve taking further action for thirty (30) days to allow the agency to respond to the identified ethics violation.

## **VII. ADJOURNMENT**

At the conclusion of all business, a motion was made to adjourn the meeting at 5:51 pm. The motion was approved 4-0.

The next meeting of the Board will be Wednesday, May 8, 2024, at 5:00 pm.